

5267.06C

August 18, 2003

**CAMP VISITING
PROCEDURES**

1. **POLICY:** The Federal Prison Camp (FPC), McKean encourages wholesome and meaningful visits with relatives, friends, and community groups in order to maintain the morale of inmates and to develop closer relationships between inmates, friends, and family members; while at the same time maintaining the security and welfare of the Camp. Any visits, which in the opinion of the warden or camp administrator interfere with the security and good order of the camp, may be denied.

2. **DIRECTIVES AFFECTED:**

- a. Directives Rescinded:
I.S., 5267.06C, Camp Visiting Procedures, dated July 8, 2002
- b. Directives Referenced:
P.S. 1315.06, Legal Activities, Inmate
P.S. 5267.06 Visiting Regulations
P.S. 5510.09 Searching, Detaining of Non-Inmates; Arresting Authority

3. **VISITING HOURS:**

Monday, Thursday, & Friday	5:30 p.m. - 8:30 p.m. *
Saturday, Sunday, & Holidays	8 a.m. - 3 p.m. **

* Visitors will not be processed after 8 p.m.

** Visitors will not be processed after 2:30 p.m.

*** On Saturday, Sunday, and Holidays, no visitors will be processed after 9:30 a.m., until the 10 a.m. count clears.

At 9:30 a.m. the compound will be closed in preparation for the 10 a.m. count. After the 10 a.m. count has cleared, the brunch meal will commence, and the compound will be open for normal activity.

DISTRIBUTION: Master File, AW P, Captain, SOE, Camp UM, IDO, AFGE Local

4. **FREQUENCY OF VISITS**: Inmates will not be restricted to the number of visits they may receive.

Visiting Restrictions and Overcrowding: Visiting may be curtailed or terminated because of an emergency, improper conduct on the part of an inmate or his visitor(s), or when the visiting area becomes crowded. Should it become necessary for the visiting room officer to curtail or terminate visiting because of crowding, the lieutenant (and duty officer on weekends) will be notified. At this time, a two-hour maximum visiting time limit will go into effect. The officers will apply this first to those who reside within a 200 mile radius of McKean County. If the condition still exists, those who visit most frequently will be terminated next.

5. **NUMBER OF VISITORS**: The number of persons allowed and seats used while visiting one inmate will be limited to three. Seating is available for up to three seats for each inmate and his visitors when necessary. The seats are for adult visitors. Children are not necessarily guaranteed seating. The visiting room officer will not allow more than a maximum of three adults and three children to visit an inmate at one time without prior approval of the camp administrator or the duty officer.

Split visits: Should more than three authorized visitors arrive at the same time, a split visit may be arranged at the discretion of the visiting room officer. A split visit is defined as a visit where one or more of these visitors leave the visiting room to be replaced by other authorized visitors. Those visitors leaving must leave the parking lot. They are not permitted to wait on institution grounds. During split visits, only one interchange of visitors will be permitted, i.e., individuals leaving the visiting room to permit other members of the party to visit may not subsequently return for further visiting the same day.

6. **ATTORNEY VISITS**: Attorney visits will be conducted in accordance with Program Statement 1315.06, Inmate Legal Activities.
7. ***IDENTIFICATION OF VISITORS**: Satisfactory identification of visitors must precede visits. **Each visitor (16) sixteen years of age and older must have identification. This will be accomplished by a photo identification.** Visitors will not be permitted entry without proper photo identification. The duty officer or lieutenant will be notified in questionable cases.
8. **APPROVED VISITORS**: Visits are permitted to those on the inmate's approved visiting list as authorized by the unit team, who will follow guidelines listed in P.S. 5267.06, paragraph 540.44. **It is the responsibility of the inmate to advise his visitors not to visit prior to receiving notification that they have been authorized as visitors. It is the inmate's responsibility to notify the visitor once approval has been granted and to provide directions to the Institution.** Except for immediate family, visitors will not ordinarily be placed on more than one inmate's approved visiting list.

9. **PREPARATION OF THE LIST OF VISITORS:**

- a. Each new inmate will be provided copies of the local visiting guidelines (in Admission & Orientation Booklet) and a visiting list request form (Attachment 1) during the first unit counselor lecture. The unit teams are responsible for preparing and placing in the visiting room file cabinet the original inmate visiting folder with the "Official Visiting List" (Attachment 2).
- b. Amendments to the visiting list will be processed by the correctional counselors. Inmates desiring changes shall submit an inmate request to staff form with the appropriate information. Approved changes will be added to the visiting list stored on the computer disc by the counselor.
- c. A background investigation is necessary before approving a visitor. The inmate will be held responsible for having the Visitor Information form (Attachment 3) forwarded to the proposed visitor. This form must be signed and returned to staff by the proposed visitor prior to any further action concerning the visit.

10. **SPECIAL VISITS:** Law Enforcement Interviews: Ordinarily, the SIS lieutenant will approve and coordinate all interviews between law enforcement agencies and inmates. However, in the absence of an SIS lieutenant, the camp administrator will assume this function. The camp administrator will be advised of any new developments in an inmate's situation that might jeopardize the custody and security of this facility.

11. **SPECIAL HOUSING UNIT:** Camp inmates who are in the special housing unit will only be allowed a two (2) hour social visit. Inmates may be denied a visit or the visit may be restricted to one (1) hour under close supervision, if in the opinion of the warden or his designee, the visit would represent a threat to that inmate, other inmates, visitors, or staff; could potentially cause a disruption in the visiting room; or threaten the security of the institution. Unverified protective custody inmates will not be allowed social visits.

The operations lieutenant must be notified when an inmate in the special housing unit has a visit prior to that inmate leaving the unit. All approved visits will be seated as close to the visiting room officer as possible.

12. **VIOLATION OF REGULATIONS AND/OR INTRODUCTION OF CONTRABAND:**

- a. The right to have future visits may be denied to anyone who tries to circumvent or evade regulations. It may also require additional action, including possible prosecution. Introduction of contraband to a federal penal institution is a violation of Section 1791 Title 18, of the U.S. Code - Attorney General's Regulations. In order to insure that a visitor is aware of the above policy, the camp visiting officer will have each adult visitor, 16 years of age and older, complete and sign a "Notification to Visitor" form (Attachment 4), acknowledging his/her awareness and understanding of the possible penalties for violation of the visiting room regulations and/or introduction of contraband into the institution.

At the completion of each visiting day, these forms will be sent to the operations lieutenant, where they will remain on file for 90 days.

- b. If a visit is terminated because of a violation of regulations, the officer identifying the violation will prepare and submit an incident report on the inmate(s) involved. At the discretion of the administrative duty officer (ADO), and/or captain, the operations lieutenant on duty at the time of the violation will interview the outside visitor(s) involved and obtain a written, signed statement to be included in the investigative information of the incident report. Refusal by the visitor to cooperate in the interview and to provide the written statement will be documented and submitted to the captain.
- c. If it becomes necessary to warn an inmate concerning violations of visiting regulations, the visiting room officer will prepare the warning in writing. The original will be enclosed in the inmate's official visiting folder and a copy will be sent to the captain. Both copies will show the date, reason for warning and the time, date and name of staff member giving the warning.

13. **SEARCHING OF VISITORS:**

The searching of visitors will be done in accordance with P.S. 5510.09, Searching, Detaining, or Arresting Persons Other than Inmates.

Right to Refusal: A visitor who objects to any of the searches, tests, or entrance procedures has the option of refusing and leaving the institution grounds, unless there is reason to detain or arrest the visitor. Staff shall deny admission to the camp a visitor who refuses to undergo a search of person and/or effects as dictated by the above referenced policy and this supplement.

14. **VISITING ROOM CONDUCT:**

- a. This institution has the right to assign specific seating locations for visitors and inmates, and the visiting room officer will assign specific seating assignments to those inmates and visitors that are suspected of or have displayed problems with obeying the procedures located in this supplement.
- b. Fondling and indiscreet contact is not permitted. Kissing and embracing is permitted only when the visitors and inmate meet at the beginning of a visit and just prior to terminating a visit. At no time will inappropriate and unbecoming displays of affection by personal contact be permitted. Such violations will be cause for termination of the visit and disciplinary action taken against the concerned inmate. Repeated violations of the personal contact regulations may be cause for the removal of a particular visitor from the inmate's approved visiting list.

- c. Visitors will dress appropriately and avoid clothing styles that are suggestive.

See-through garments and garments that expose private parts of the body will not be permitted to be worn in the visiting room. Excessively provocative attire is reason to deny and/or preclude visiting. A visit may be terminated in order to maintain good taste and consideration for others. Visitors will not be permitted to wear shorts or miniskirts which are shorter than 4 inches above the middle of the knee-cap.

- d. Visitors who give evidence of the recent use of alcoholic beverages, drugs or narcotics, or who display inappropriate behavior shall not be permitted to visit or remain on the institution's grounds.
- e. No loud, boisterous talk or profane language will be allowed inside the visiting room.
- f. Each inmate having a visit must assume reasonable responsibility of his visitor (s) proper conduct during the visit.
- g. Children should be controlled to the extent of consideration for other visiting groups and not be permitted to wander from the immediate area, run about the visiting room or create noise that disturbs other visits. The visiting room officer is not responsible for supervising children. Failure to control children will result in termination of the visit.
- h. Termination of the Visit: The duty officer, in conjunction with the shift operations lieutenant shall terminate a visit upon determining that a visitor is in possession of, or is passing or attempting to pass contraband, or is engaging in any conduct or behavior which poses a threat to the orderly or secure running of the institution. Written documentation by the operations lieutenant will be prepared describing the basis for the termination. Included in the report will be the date, time visit began, time of termination, persons involved, and the reasons for the termination. The camp administrator will receive the original report.

- 15. **DETAINING VISITORS:** Staff may detain a visitor or any person in accordance with P.S. 5510.09, Searching, Detaining, or Arresting Persons Other than Inmates.

- 16. **RECORDS:**

- a. The following forms shall be used and maintained in the inmate's visiting folders:
 - (1) An official inmate visiting list (Attachment 2)
 - (2) Notice of visiting violation

- b. Camp visiting officer and unit teams: Official inmate visiting folders shall be maintained in the visiting room file cabinet. The records shall be maintained in alphabetical order by the inmate's last name.

It shall be the responsibility of the unit team to make up the original visiting folder on each inmate, to include the official inmate visiting list, and to enclose in these visiting folders memorandums concerning special visits, or other documentation that would effect an inmate's visits. The unit team will keep these records current at all times by issuing any updates to the camp visiting officer to be placed in the inmate's visiting folder. The visiting room officer will pull the records of those inmates who leave this institution. When an inmate receives a visit, the camp visiting officer will identify the visitors and enter the date, time the visitors arrive, and sign the appropriate block. The visiting room officer is responsible for having visitors sign the time they arrive in the visiting room and the time the inmate visitor departs the visiting room. The daily visiting log will be forwarded to the operations lieutenant at the conclusion of each visiting day where it will be maintained for 90 days. They will also enclose a copy of any warnings issued to an inmate.

- c. Inmate visitors sign-in logs: The camp visiting room officer will maintain the inmate visitor sign-in logs, ensure that they are completed properly and forward them to the captain's office at the conclusion of each visiting day. They will be maintained in a file by the captain's secretary.
- d. Notification to visitor form: (Attachment 4) of this institution supplement shall be completed by each visitor 16 years and older prior to each visit. The visiting room officer will collect the complete forms and forward them to the lieutenants' office at the end of each visiting day. The completed forms will be kept on file for a period of 90 days.

17. **SUPERVISION:**

- a. It is the responsibility of the visiting room officer to ensure that the visiting area regulations are followed as outlined in this supplement and that visits are conducted in a quiet, orderly, and dignified manner. Direct observation of visits is not required at all times, but the officer will move about and constantly observe the general visiting areas. Inspections should determine that visits are being conducted in an acceptable manner.
- b. The visiting room officer should be aware of any article passed between the inmate and his visitor. If there is a substantial basis to conclude that materials are being passed which constitute contraband or are otherwise in violation of the law or regulations, the visiting room officer may examine the materials. The lieutenant or the duty officer should be consulted in questionable cases.

- c. A search of each inmate is required at the beginning and at the end of a visit. All inmates will receive a pat search prior to entrance into and when departing the visiting room. Random visual searches may be performed on inmates at either of these times. Searches and shakedown will be conducted out of view of visitors and in privacy.
- d. In no instance shall the visiting room officer accept articles or gifts of any kind for an inmate. Hobby crafts, art items, etc., will not be given to visitors by inmates.
- e. Rest room facilities for visitors are located inside the visiting room. Inmates, under direct visual supervision of the visiting room officer, will utilize the rest room located in the inmate shakedown room where the inmates enter the visiting room. Inmates will receive a thorough pat search prior to being allowed out to use this rest room.

18. **OTHER APPLICABLE REGULATIONS:**

- a. Inmate Dress: All inmates must wear the issued institutional uniform (shirt, pants, and shoes) that is in clean and neat condition. Inmates must be properly groomed and no inmate will be allowed admittance to the visiting area if his neglect of the ordinary requirements of personal hygiene would offend others.
- b. No Smoking: The entire visiting room is a non-smoking area and no inmates or visitors are permitted to smoke. Smoking is permitted in the outside visiting area 25 feet from the entrance.
- c. Inmate Property: The inmate shall not take anything to the visit except necessary items identifiable as: one pair of prescription glasses, one comb, one wedding band, and one handkerchief. Necessary legal papers will be permitted during a visit with an attorney. No personal items will be kept in the shakedown room. Medication, such as nitroglycerin tablets may be permitted when authorized by the health services administrator.
- d. Signatures and Documentation: papers or gifts are not to be exchanged. If there are legal papers to be discussed, the matter must be cleared with the inmate's unit team prior to the visit. Signatures or receipt of legal papers are not permitted except by approval of the camp administrator or duty officer. Legal papers should be mailed to the institution in every other case.
- e. Money: Money will not be accepted for deposit to the inmate's account through the visiting area.
- f. Seeing-Eye Dogs: Visitors are authorized to bring seeing-eye dogs into the visiting room, as long as they are well behaved and do not create a disturbance, bark or display other behavior that causes a disruption. Other visitors are to be cautioned to keep their children away from the dog. If they fail to do so, then their visit will be terminated and they will be required to leave the institution's property.

- g. Prohibited Items: Newspapers, magazines, games, toys, and blankets will not be brought into the visiting room by visitors, nor will cameras, radios, tape players, and tape recorders be allowed.
- h. Visiting Room Arrangement: The camp administrator is responsible for the appearance of the visiting area. The visiting room will be arranged so as to provide adequate supervision and will be furnished so that it will be as comfortable and pleasant as possible.
- i. Generally, visitors are not permitted to bring personal items into the visiting room. Although toys are provided for visiting children, parents may select one toy only for each visiting child. Women are permitted to bring in one small clutch purse or change purse, able to accommodate change and selected personal items. Visitors are requested to leave larger purses and any remaining personal items locked in their vehicles.
- j. Inmates and their visitors are restricted to the designated indoor visiting area and to the fenced outside area. Outside visiting is restricted to daylight hours only, weather permitting. Inmates and visitors are not permitted to lay on the ground in the fenced grass area.
- k. Visitors that return to their vehicles after admission to the visiting room will have their visits terminated unless prior approval has been received from the visiting room officer.
- l. Minor children (under the age of 16) will not be permitted to wait in the parking lot or front lobby area unless they are accompanied by an adult. Visitors must leave the reservation once the visit has been completed.
- m. All trash generated by visitors is considered HOT TRASH. All trash containers will be emptied by the VISITING ROOM OFFICER and either compacted or given to the PERIMETER PATROL OFFICER to carry until it can be compacted. Trash containers to be emptied include all visiting room containers, outside visiting containers, and the trash container by the front entrance of the camp administration building.
- n. Orderlies will not be permitted access to the visiting room until all hot trash has been disposed of and the visiting room has been completely searched following each visit.
- o. Photographs may be taken by the designated inmate, in designated areas only. No more than one inmate is authorized in each photograph. Group photographs of inmates are not authorized.

19. MEALS:

- a. No food or drink may be brought into the camp by a visitor. The only exception to this will be baby bottles filled with formula or milk, which can be brought into the visiting area after having been checked by the visiting officer. There are vending machines located in the visiting area for use by the visitors. Visitors will be permitted to purchase food from the vending machines for the inmate they are visiting.
- b. Inmates are not allowed to handle change or purchase items from the vending machine. If an inmate elects to terminate his visit so he may eat the regularly scheduled meal in the inmate dining room, then his visitors will be required to leave the institution's property and not allowed to return that same day.

20. OPI: Correctional Services/Camp Administrator

John J. LaManna, Warden

IMMEDIATE FAMILY VISITING LIST
THIS FORM IS FOR IMMEDIATE FAMILY ONLY
PARA UNICAMENTE SUS FAMILIARES INMEDIATOS

NAME (NOMBRE)	REGISTER NUMBER (NUMERO)	UNIT

INCLUDE CITY AND STATE IN ADDRESS

Name (Nombre)	Name (Nombre)
Address (Direccion)	Address (Direccion)
Relationship (Relacion)	Relationship (Relacion)

Name (Nombre)	Name (Nombre)
Address (Direccion)	Address (Direccion)
Relationship (Relacion)	Relationship (Relacion)

Name (Nombre)	Name (Nombre)
Address (Direccion)	Address (Direccion)
Relationship (Relacion)	Relationship (Relacion)

Name (Nombre)	Name (Nombre)
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Name (Nombre)	Name (Nombre)
Address (Direccion)	Address (Direccion)
Relationship (Relacion)	Relationship (Relacion)

APPROVED VISITOR LIST
UPDATED:

MCK5267.06C

ATTACHMENT 2

REGISTER #	LAST NAME	FIRST NAME	RELATIONSHIP	CITY	UNIT
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2					
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VERIFIED BY: _____

MAY 99

ATTACHMENT 3

U.S. DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF PRISONS

Addressee	Institution	Date
	Re: (Inmate's Name and Register No.)	

Dear _____:

I am requesting that you be included among my approved visitors. In order to establish your suitability as a visitor, it may be necessary for institution officials to send an inquiry to an appropriate law enforcement or crime information agency to ascertain whether or not placing you on my visiting list would present a management problem for the institution, or have other possible adverse effects. The information obtained will be used to determine your acceptability as a visitor. The Bureau of Prisons' authority to request background information on proposed visitors is contained in Title 18 U.S.C. § 4042.

In order for you to be considered for the visiting privilege with me, it will be necessary for you to fill out the questionnaire and release form below and return it to the following address: (Institution address).

You are not required to supply the information requested. However, if you do not furnish the information, the processing of your request will be suspended, and you will receive no further consideration. If you furnish only part of the information required, the processing of your request may be significantly delayed. If the information withheld is found to be essential to the processing of your request, you will be informed, and your request will receive no further consideration unless you supply the missing information. Although no penalties are authorized if you do not supply the information requested, failure to supply such information could result in your not being considered for admittance as a visitor. The criminal penalty for making false statements is a fine of not more than \$250,000 or imprisonment for not more than five years or both (See 18 U.S.C. § 1001).

RETURN THIS FORM TO:

Sincerely,

**FPC McKean
PO Box 5000
Bradford, PA 16701**

1. Legal Name		2. Date of Birth	3. Address (Including Zip Code)
4. Telephone Number (Including Area Code)	5. Race and Sex of Visitor		
6. Are you a U.S. Citizen? __ Yes __ No	6a. If yes, provide Social Security No: _____ 6b. If no, provide Alien Registration No: _____ 6c. Provide Passport No: _____		
7. Relationship to above-named inmate		8. Do you desire to visit him/her? __ Yes __ No	
9. Did you know this person prior to his/her current incarceration? __ Yes __ No			
10. If the answer to #9 is yes, indicate the length of time you have known this person and where the relationship developed.			
11. Have you ever been convicted of a crime? If so, state the number, date, place, and nature of the conviction/s:			
12. Are you currently on probation, parole, or any other type of supervision? If so, state the name of your supervising probation/parole officer and the address and telephone no. where he/she can be contacted:			
13. Do you correspond or visit with other inmates? If so, indicate the individual(s) and their location(s):			
14. Driver's License No. and State of Issuance			

AUTHORIZATION TO RELEASE INFORMATION

I hereby authorize release to the Warden of: (Institution, Location) any record of criminal offenses for which I have been arrested and convicted within the last ten (10) years, and any information related to those convictions.

Signature for Authorization to Release Information (Sign and Print Name)
(If applicant is under 18 years of age, signature of parent or guardian)
if additional space is required, you may use the back of this form.
(This form may be replicated via WP)

Replaces BP-S309 of Jul 95 and BP-S310 of May 94

FOI EXEMPT

Date:	Time:	Officer's Name:
Institution:		Location:
Name of Inmate To Be Visited:		Register No.

It is a Federal crime to bring upon the institution grounds any firearms, destructive device, ammunition, other object designed to be used as a weapon, narcotic drug, controlled substance, alcoholic beverage, currency, or any other object that threatens the order, discipline, or security of a prison, or the life, health, or safety of an individual without the knowledge and consent of the warden. Title 18 U.S.C. 1791 and 3571 provides a penalty of imprisonment for not more than twenty years, a fine of not more than \$250,000 or both, to a person who provides, or attempts to provide, to an inmate any prohibited object. All persons entering upon these premises are subject to routine searches of their person, property (including vehicles), and packages. The warden, upon reasonable suspicion that a person may be introducing contraband or demonstrating actions that might otherwise endanger institution safety, security, or good order, may request the person, as a prerequisite to entry, to submit to a visual search, pat search, urine surveillance test, breathalyzer test, or other comparable test. A visitor has the option to refuse any of the search or test or entrance procedures, with the result that the visitor will not be permitted entry to the institution.

NOTE: Your refusal of these procedures means that you will not be permitted entry to the institution, and you will be allowed to leave the institution property, unless there is a reason to detain and/or arrest you. The use of cameras or recording equipment without permission of the Warden is strictly prohibited; violators are subject to criminal prosecution. Once a visit with an inmate begins, if a visitor leaves the visiting area, the visit will be terminated. Any exception must be approved by the visiting room officer.

PLEASE ANSWER THE FOLLOWING QUESTION: Are any of the following items in your possession, or in possession of children in your party under 16 years of age?

Firearms	Yes ___ No ___	Narcotics	Yes ___ No ___
Explosives	Yes ___ No ___	Marijuana	Yes ___ No ___
Weapons	Yes ___ No ___	Camera	Yes ___ No ___
Ammunition	Yes ___ No ___	Food Items	Yes ___ No ___
Metal Cutting Tools	Yes ___ No ___	Alcoholic Beverages	Yes ___ No ___
Recording Equipment	Yes ___ No ___	Prescription Drugs*	Yes ___ No ___

*All types of medication carried must be listed in the following space, and must be left at the entry area:

I have read, I understand, and I agree to the above. If I am visiting with an inmate, I also understand and agree to abide by the visiting guidelines provided me by this institution. I declare that I do not have articles in my possession which I know to be a threat to institution. I am aware that if I have questions about what is authorized, I should consult with the officer. I am aware that the penalty for making a false statement is a fine of not more than \$250,000 or imprisonment of not more than five years or both (pursuant to Title 18, U.S. Code, Section 1001). I am aware that the visiting area, including restrooms in the visiting area, may be monitored to ensure institution security and good order.

Printed Name/ Signature:

Street Address/City and State:

Vehicle License No.:	Year, Color, Make and Model of Vehicle:
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If visiting with an inmate, please complete the following: Names of children under 16 years of age for whom I am responsible:

If not visiting with an inmate, please indicate:

Name of Organization:	Purpose of Visit:
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Printed Name/Signature of Staff Witness:

